

**Alabama Department of Mental Health and Mental Retardation
Substance Abuse Services Division
PREVENTION DATA COLLECTION INSTRUCTIONS**

Beginning October 1, 2006

1. Complete an enrollment form for every prevention service recipient of an education or alternative strategy (DO NOT send enrollment forms for participants in environmental or community-based process strategies).
 - a. For new groups collect and submit forms for all service recipients at first session.
 - b. Complete and submit a form for each new service recipient who appears over the course of the curriculum.
 - c. The strategy being used at enrollment should also be indicated on the form. No updates to this strategy are required after the initial enrollment.
2. Submit the forms on at least a monthly basis (preferably weekly during peak periods) via US Mail to:

Alabama Department of Mental Health and Mental Retardation
Substance Abuse Services Division
Attn: Kris Vilamaa
P.O. Box 301410
Montgomery, AL 36130-1410

3. Continue to collect prevention session information as you do now. No session information will be required to be submitted to the central office until April 1, 2007.

Beginning April 1, 2007

1. Continue completing enrollment forms for every prevention service recipient, either online through AS AIS or through paper submission to DMH/MR.
2. Submit a group establishment form for every prevention group conducted that includes the names of all participants.
3. Prior to each new session, log in to AS AIS and produce pre-printed forms for each group to be conducted that includes the ID numbers and names for all participants and blank spaces to add any new service recipients.
4. Indicate attendance for previously enrolled recipients and

CONTACT:

For further information, please contact SASD's Director of Information Services, Kris Vilamaa at (334) 242-3969 or kristopher.vilamaa@mh.alabama.gov.

COUNTY CODES FOR ENROLLMENT FORM

Service County

01	Autauga	34	Henry
02	Baldwin	35	Houston
03	Barbour	36	Jackson
04	Bibb	37	Jefferson
05	Blount	38	Lamar
06	Bullock	39	Lauderdale
07	Butler	40	Lawrence
08	Calhoun	41	Lee
09	Chambers	42	Limestone
10	Cherokee	43	Lowndes
11	Chilton	44	Macon
12	Choctaw	45	Madison
13	Clarke	46	Marengo
14	Clay	47	Marion
15	Cleburne	48	Marshall
16	Coffee	49	Mobile
17	Colbert	50	Monroe
18	Conecuh	51	Montgomery
19	Coosa	52	Morgan
20	Covington	53	Perry
21	Crenshaw	54	Pickens
22	Cullman	55	Pike
23	Dale	56	Randolph
24	Dallas	57	Russell
25	Dekalb	58	Shelby
26	Elmore	59	St. Clair
27	Escambia	60	Sumter
28	Etowah	61	Talladega
29	Fayette	62	Tallapoosa
30	Franklin	63	Tuscaloosa
31	Geneva	64	Walker
32	Greene	65	Washington
33	Hale	66	Wilcox
		67	Winston